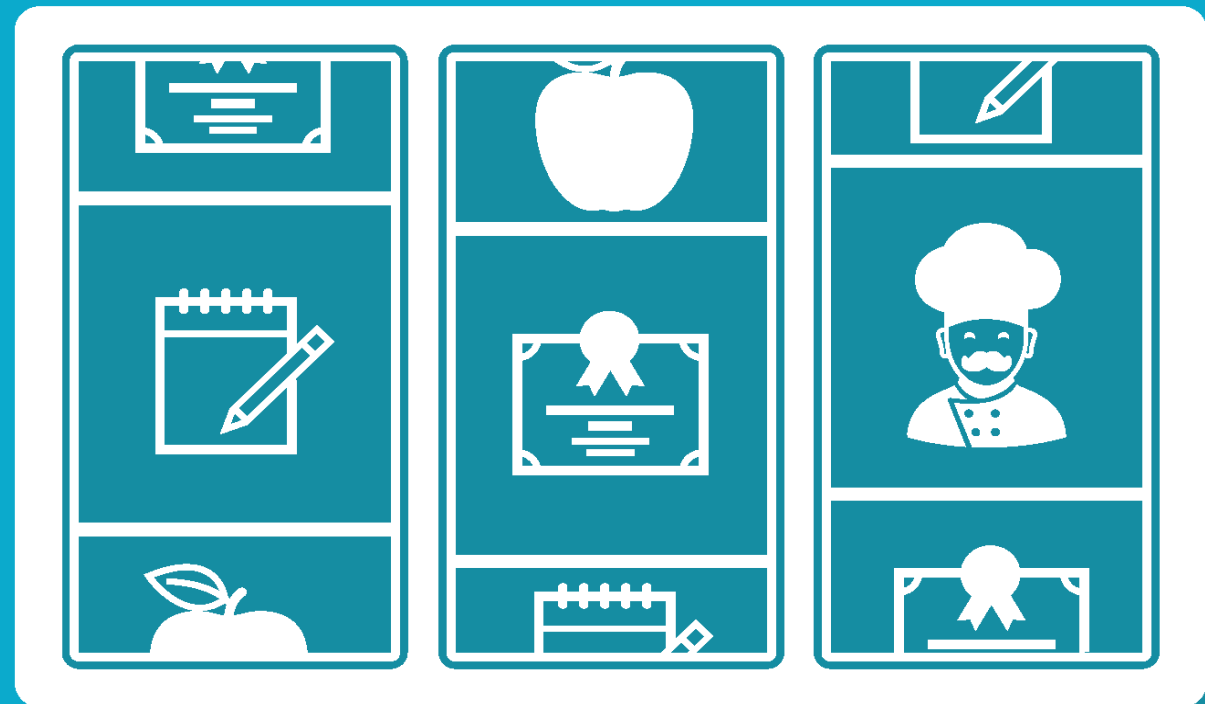


# Designing Your Employee Training Plan

## A Course for School Nutrition Directors



**Length: 1.5 hours**

**Professional Standards Learning Code: 3430**

*Develop employee training plans, including a plan for tracking training.*



ADE Health and Nutrition Services  
Revised July 2019

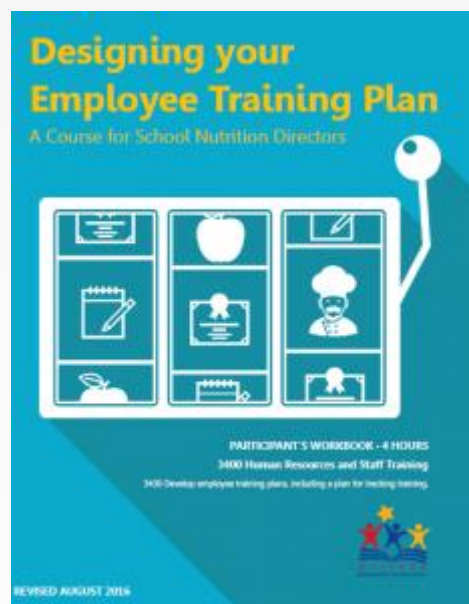


# Intended Audience

- This course is intended for School Nutrition Program Directors who need to be aware of the Hiring standards for new directors and Professional Standards Training standards for all school nutrition program staff.
- This course will provide regulations specific to the USDA Final Rule Professional Standards for School Nutrition Personnel and Arizona Department of Education.

# Intended Use of Training

- Please open the *Designing Your Employee Training Plan* workbook to follow along side this online training.



[Designing your Employee Training Plan Workbook \(August 2016\)](#)



# Objectives

- Understand the Professional Standards Director hiring education standards;
- Understand the Professional Standards training standards for all school nutrition employees; and
- Provide examples of how to track hiring and training requirements for purposes of the Administrative Review.



# Table of Contents



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**CHAPTER 4: MANAGEMENT COMPANIES**

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# Course Assessments

- Please print off the Pre-Assessment which can be found here: [Pre-Assessment](#).
- Please complete all fields prior to moving to the next slide of this course.
- At the end of the course, you will be provided a Post Assessment to complete.



# Introduction

*Please refer to page 7 in the Designing Your Employee Training Plan Workbook.*



# Introduction

- The Healthy, Hunger-Free Kids Act of 2010 aims to institute minimum hiring standards for new State and local school nutrition directors and establish annual training standards for all school nutrition professionals.
- These new standards will ensure school nutrition personnel have the knowledge, training and tools they need to plan, prepare and purchase healthy products to create nutritious, safe, and enjoyable school meals.





# Who does Professional Standards apply to?

- Professional Standards apply to all school nutrition employees in the National School Lunch and School Breakfast Programs, whether the Local Education Agency (LEA) operates the school nutrition program or contracts with a food service management company.



# Job Categories

- USDA has created *job categories* to encompass the diverse job titles LEAs provide to their school nutrition employees.
- The job categories (Director, Manager, Other Staff) are general enough to cover most school nutrition program employees and will ensure LEAs are able to identify which of the Professional Standards requirements are required for each of their employees.
- Job categories are determined by an employee's *job duty* rather than their job title.
- Job categories Director, Manager, Staff are defined on the following slides.



# Job Category: Director

- *Directors are the individuals responsible for the operation of school nutrition programs for all schools under the LEA. This is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program. Duties generally include: sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, record keeping, program accountability, marketing, customer service, nutrition education, general management, personnel management and computer technology.*
- Directors must meet hiring standards if hired on or after July 1, 2015 and all Directors, regardless of their hire date, must meet annual training standards.



# Job Category: Manager

- *Managers have direct responsibility for managing the day-to-day food service operations at one or more sites at the LEA.*
- Manager must meet the annual training standards.



# Job Category: Other Staff

- *A staff person (full-time and part-time) involved in the operation of food service, (i.e. prepare and serve meals, process transactions at point of service, and review the free/reduced price applications, along with other routine work). Typically, staff do not have management responsibilities.*
  - Full Time Staff are staff working on program activities for 20 or more hours per week must comply with the full-time training requirements.
  - Part Time Staff are staff working on program activities less than 20 hours per week must comply with the part-time training requirements.
- Other Staff, both full time and part-time, must meet the annual training standards.



# Non-Program Staff

- *Non-program staff are persons who provides support to, but are not specifically involved in, the operation of the school nutrition program, such as the cleaning custodian.*
- Non-program staff members that work part-time on school nutrition program activities throughout the school year must also comply with the training requirements.

# Key Terms

- It is recommended to review the key terms found in the workbook starting on page 10.

## KEY TERMS

In order to ensure Professional Standards regulations, Directors must have knowledge of basic key terms that will be used in the course is provided.

Associates Degree	A two-year degree comprising
Allowable and Non-Allowable Training Expenses	Costs that are allowable or not allowable for training purposes
Bachelor's Degree	A four-year degree
"Back to School" Training	Training that is provided to school nutrition program staff at the beginning of the school year
Civil Rights Training	Annual training required for all school nutrition program staff
Equivalent Education Experience	Training or experience that is equivalent to the education required for a position
FNS (USDA) Training Tracking Tool	A tool used to track training hours for school nutrition program staff
Food Delivery Staff	Staff responsible for delivering food to students
Food Safety Training	Training required for all food service staff
Food Service Management Company (FSMC)	A company that provides food service to schools
Full-Time Employee	An employee who works full-time for a school

Designing Your Employee Training Plan: A Course for School Nutrition Directors

## KEY TERMS

General Education Degree (GED)	"General Education Degree" or "General Education Diploma" is an optional high school equivalency credential for those who do not have a high school diploma.
Healthy, Hunger-Free Kids Act of 2010	Improving child nutrition is the focal point of the Healthy, Hunger-Free Kids Act of 2010. The legislation authorizes funding and sets policy for USDA's core child nutrition programs: the National School Lunch Program, the School Breakfast Program, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC), the Summer Food Service Program, and the Child and Adult Care Food Program.

## KEY TERMS

Mid-Year Hire	An employee who is hired later in the school year, typically January 1 or later.
Non-Interactive Training	Miscellaneous activities where information, materials or equipment relative to the core training topics is provided or displayed. These activities may count toward no more than 2 hours of annual training.
Non-Profit School Food Service Account	Non-profit school food service account means the restricted account in which all of the revenue from all food service operations conducted by the school food authority principally for the benefit of school children is retained and used only for the operation or improvement of the non-profit school food service. This account shall include, as appropriate, non-federal funds used to support paid lunches as provided in §210.14(e), and proceeds from non-program foods as provided in §210.14(f).
Non-Program Staff	A person who provides support to but, is not specifically involved in, the operation of the school nutrition program, such as the cleaning custodian.
Part-Time Employee	In the context of professional standards, means staff working less than 20 hours per week. Part-time staff must have at least 4 hours of training annually. Staff working less than 40 hours weekly may be considered part-time by the LEA. However, staff regularly working 20 hours or more weekly must complete at least 6 hours of training annually.
Related Field	Refers to other college majors that would provide an applicant specific knowledge and skills that are relevant for a school nutrition program director. Possible majors would include but are not limited to food science, community nutrition and marketing and hospitality management.
Relevant School Nutrition Programs Experience	Typically this phrase refers to previous work experience in NSLP and SBP, as well as, experience in other child nutrition programs (CACFP, SFSP) if the later experience is gained from working in a school.
School Food Authority (SFA)	The governing body responsible for the administration of one or more schools and with the legal authority to operate the school nutrition program therein or be otherwise approved to operate this program by FNS.
School Nutrition Association (SNA)	The National body of school nutrition providing information, education, recipes and membership.
School Nutrition Program Director	The individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program. Duties generally include: sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, record keeping, program accountability, marketing, customer service, nutrition education, general management, personnel management and computer technology.
School Nutrition Program Manager	Individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s).

Designing Your Employee Training Plan: A Course for School Nutrition Directors - Participant's Workbook

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# Chapter 1: Hiring Standards

*Please refer to page 16 in the Designing Your Employee Training Plan Workbook.*



# Hiring Standards Overview

- Local Education Agencies (LEAs) must ensure that all *school nutrition program directors* hired on or after July 1, 2015 meet the Professional Standards hiring requirements; hiring education standards as well as the required training hours in food safety.
- Hiring education standards are dependent on the enrollment of the LEA and are divided into three LEA size categories: fewer than 2,500 students, 2,500-9,999 students and 10,000 or more students.
- In order to be in compliance, LEAs must retain documentation for their newly hired Directors that support their education and work experience (i.e. transcripts, resumes etc.), and food safety training.

# Hiring Education Standards

Student Enrollment 2,499 or less	Student Enrollment 2,500-9,999	Student Enrollment 10,000 or more
Bachelor's degree, or equivalent educational experience, with academic major in specific areas;	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;	Bachelor's degree, or equivalent educational experience, with academic major in specific areas;
OR	OR	OR
Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;	Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;	Bachelor's degree in any academic major, and State-recognized certificate for school nutrition directors;
OR	OR	OR
Associates degree or equivalent educational experience, with academic major in specific areas, and at least one year of relevant food service experience;	Bachelor's degree in any academic major and at least two years of relevant school nutrition programs experience;	Bachelor's degree in any academic major and at least five years experience in management of school nutrition programs.
OR	OR	
High school diploma (or GED) and at least three years of relevant food service experience.	Associates degree or equivalent educational experience, with academic major in specific areas,* and at least two years of relevant school nutrition programs experience.	
(LEAs with less than 500 students: State agency may approve a candidate that meets the educational standards but has less than three years experience.)		

- Refer to the workbook, page 17 to review the Education Standards that are required for new Directors, hired on or after July 1, 2015.
  - Note: The State of Arizona does not have/offer a certificate for School Nutrition Directors.

# Hiring Flexibility

- USDA has added flexibilities to hiring standards for new directors in small LEAs.
- Small LEAs are those with 2,499 or fewer students.
- The goal of these flexibilities is to reduce the challenges that small LEAs face when in need to hire a new director who meets these hiring requirements.

## Flexibilities

LEAs with 2,499 or fewer students can now require relevant food service experience rather than school nutrition program experience for new directors.

- Candidates with documented volunteer or unpaid work as relevant experience can be considered.

LEAs with fewer than 500 students can accept a candidate who has less than the required years of food service experience.

# Food Safety Requirement

- Food safety is a critical aspect of the Food Service operation that affects students each day.
- Directors hired on or after July 1, 2015 are required to have at least eight hours of food safety training (within the past five years) prior to the Director's starting date or complete these hours within 30 days of the their start date.
- Directors hired on or after July 1, 2015 are required to complete eight hours of food safety training every five years.
- As best practice, all School Nutrition Directors, regardless of hire date, should comply with the requirement of eight hours of food safety training every five years.
  - Note-Food safety certifications/cards do not fulfill this requirement. A Director must be able to show that eight hours of food safety training were completed.

# Directors hired before July 1, 2015

- The Professional Standards regulation states that current (hired prior to July 1, 2015) School Nutrition Program Directors will be grandfathered in, and thus, will not be required to meet the new hiring standards and may continue to serve in their current positions.
  - SNP Directors hired prior to July 1, 2015, may fill a new Director position after July 1, 2015 for the same size LEA enrollment category or a smaller LEA enrollment category, without meeting the hiring standards. For example, a move from an LEA with 4,000 students (the 2,500–9,999 category) to an LEA with 7,000 students (the 2,500–9,999 category).
  - SNP Directors hired prior to July 1, 2015, must meet the hiring standards when applying for a director position after July 1, 2015 within a larger enrollment category. For example, to move from an LEA with 4,000 students (the 2,500–9,999 category) to an LEA with 12,000 students (the 10,000 or more category), a grandfathered Program Director must meet the hiring standards established for the 10,000+ LEA.

# Director Title

- It is not necessary for current staff persons that perform the role of the school nutrition director to change their job title, if that title is not Director. It is required that each LEA recognize the staff member that is performing Director duties. This staff member would be assigned the USDA job category of Director and must comply with Professional Standards requirements. Each LEA must have someone designated to the Professional Standards Director category, regardless of that employee's job title.
  - For example, if the school is hiring for a food service coordinator yet the job duties align with the category of School Nutrition Director, it is not necessary to have "director" in the job title. For purposes of Professional Standards, the school must recognize this position is fulfilling the category of the School Nutrition Director and therefore must comply with the Director hiring requirements.



## Activity #1: Did I Get the Job?

- Complete *Activity #1: Did I Get the Job* on page 19 of the workbook.
- After each scenario, determine if the candidate meets the Professional Standard Education requirements for School Nutrition Directors based on the information provided in each scenario on page 19.
- The answers will be provided on the next slide.

Answers



## Activity #1: Did I Get the Job?

### Scenario 1:

- I have a Bachelor's degree in Basket Weaving and have worked the salad bar line in a school cafeteria for 12 years. The school I am applying to has 12,000 students enrolled. Do I meet the qualifications?
- *No. The applicant has a bachelor's degree in any field (Basket Weaving) but does not have 5 years of school nutrition program management experience. Working within the salad bar line would not be sufficient as it needs to be five years experience in food service management.*





## Activity #1: Did I Get the Job?

### Scenario 2:

- I have an Associates degree in Hospitality Management and have managed a school site in a district of 10,000+ students for the past 2 years. The school I am applying to has 6,000 students enrolled. Do I meet the qualifications?
- *Yes. Hospitality Management could be argued to be a related field. Regardless, the applicant has 2 years of relevant experience.*



## Activity #1: Did I Get the Job?

### Scenario 3:

- I have 40 college credit hours and have worked as an interim School Nutrition Director for the past 3 months. Previously, I was a front office attendance clerk in the same district for 8 years. I am applying to a neighboring district that has 2,000 students enrolled. Do I meet the qualifications?
- *No. The applicant only has 3 months of relevant experience even though the education (assuming high school if college credits were obtained) was met.*



## Activity #1: Did I Get the Job?

### Scenario 4:

- I have an Associates degree in Food Service Management and was a School Nutrition Programs Director for a district with 16,000 students since 2012. The district I am applying to has 11,000 students enrolled. Do I meet the qualifications?
- *Yes. The applicant is grandfathered in and is making a move within the same enrollment category.*



## Activity #1: Did I Get the Job?

### Scenario 5:

- I have a high school diploma and waitressed for 10 years. The district I am applying to has 120 students enrolled. Do I meet the qualifications?
- *Yes. The applicant has enough relevant food service experience. If the applicant didn't have enough relevant food service experience, the school could ask ADE for approval since the LEA has less than 500 students.*



## Activity #1: Did I Get the Job?

### Scenario 6:

- I have 200 college credit hours under an academic major in Nutrition Education and have 4 hours in food safety training. The district I am applying to has 20,000 students. Do I meet the qualifications?
- *Yes. The applicant has enough equivalent educational experience. Once hired, the new hire would need the additional four hours of food service training within the first 30 days of employment.*

# Activity Take Away

- A Director may not be hired if they do not meet the education/experience requirements for the LEA enrollment category.
- An applicant can still be hired if they do not have eight hours of food safety training completed. Once hired, food safety training can be completed within the first 30 operating days of employment.



# Hiring Supporting Documentation

- All School Nutrition Program Directors hired on or after July 1, 2015, must present supporting documentation verifying minimum education/experience standards and food safety training requirements have been met. The LEA must keep this documentation on file at all times to validate compliance.

## ADE Tracker Forms

- The ADE New Director Hiring Forms, located in appendix of the workbook, are specific to LEA size. The form will outline the applicant's job title, hire date, food safety training, and meeting the education/experience standards.
- As best practice, LEAs should use this form to ensure all hiring standards have been met. This form can be filed with the applicant's hiring packet (i.e. resume, transcripts, etc.) and can be used to demonstrate compliance with the hiring standards during an Administrative Review.

The image displays three overlapping versions of the 'NEW DIRECTOR HIRING FORM' from the Arizona Department of Education (ADE). Each form is designed for a specific LEA October Enrollment range:

- Top Form (Green Header):** LEA OCTOBER ENROLLMENT: 10,000 OR MORE. It includes sections for General Information, Applicant Information, and Education Standards for LEAs with 10,000 or more student enrollment.
- Middle Form (Orange Header):** LEA OCTOBER ENROLLMENT: 2,500-9,999. It includes sections for General Information, Applicant Information, and Education Standards for LEAs with 2,500-9,999 student enrollment.
- Bottom Form (Blue Header):** LEA OCTOBER ENROLLMENT: 2,499 OR LESS. It includes sections for General Information, Applicant Information, and Education Standards for LEAs with 2,499 or less student enrollment.

Each form contains detailed instructions, a checklist of requirements, and a section for supporting documentation. The forms are designed to ensure compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.



# SP 38-2016

- Please review the frequently asked questions and answers specific to the hiring standards found within the USDA guidance *SP 38-2016: Questions and Answers on the Final Rule, Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010*.

## CHAPTER 1: HIRING STANDARDS

### VI. REGULATION: QUESTIONS AND ANSWERS

The following are frequently asked questions and answers specific to the hiring standards found within the USDA guidance *SP 38-2016: Questions and Answers on the Final Rule, Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010*.

#### (4) How are the State and local directors affected by the new hiring standards?

State agency directors of school nutrition programs, State agency directors of distributing agencies, and school food authority (SFA) directors hired on or after July 1, 2015 must meet the hiring standards. Individuals serving in these capacities prior to July 1, 2015, are grandfathered in and may continue to serve in their existing position without having to meet the hiring standards. The hiring standards also apply to food service directors hired on or after July 1, 2015, under a Food Service Management Company contract to operate the NSLP and SBP meal service.

#### (5) Can someone who does not meet the hiring standards be selected for employment?

No. State agencies and SFAs must select the most qualified individuals that meet the hiring standards. Some flexibility is allowed only for SFAs with less than 500 students, and the State agency may approve the hiring of a school nutrition program director with a high school diploma but less than the required 3 years of experience. See the questions on non-compliance listed under "Oversight."

#### (6) What are the career advancement/enrichment options for current school nutrition program directors that do not meet the hiring standard established by the final rule?

Individuals serving as program directors in an SFA may remain in their current position, or diversify their experience by applying to a similar position in any local educational agency (LEA) of the same or smaller size category without having to meet the hiring standards for new directors. A current director that wishes to move to a director position at a larger size LEA is required to meet the new hiring standards for that LEA size.

#### (7) Are sample job descriptions available to help local operators determine who is covered by the professional standards for program directors?

Yes. A sample job description for a program director can be found online at <http://www.nfsmi.org/ResourceOverview.aspx?ID=161>. According to the Institute of Child Nutrition, the job responsibilities that are performed by a program director on a daily, weekly, seasonal, or yearly basis can be grouped as follows: Facilities and Equipment Management; Financial Management; Food Production and Operation Management; Food Security; Sanitation and Safety; Human Resource Management; Marketing and Communication; Menu and Nutrition Management; Procurement and Inventory Management; Program Management and Accountability; and Technology and Information Systems. Program operators may use these functional areas to determine who is considered a school nutrition program director.



# Chapter 2: Training Standards

*Please refer to page 26 in the Designing Your Employee Training Plan Workbook.*

# Training Standards Overview

- Each LEA must ensure that all new and current school nutrition program staff meet minimum annual training requirements with the intent of helping employees enhance their knowledge, skills and abilities particular to their position.
- All school nutrition program staff will be identified in each job category and must complete their required minimum number of training hours per year (see chart on next slide).
  - Trainings must align with the employees job duties and must achieve one of the USDA Learning Objectives.
- In order to be in compliance, LEAs must retain documentation for each of their employees training hours that support their training was job specific and met one of the USDA Learning Objectives.

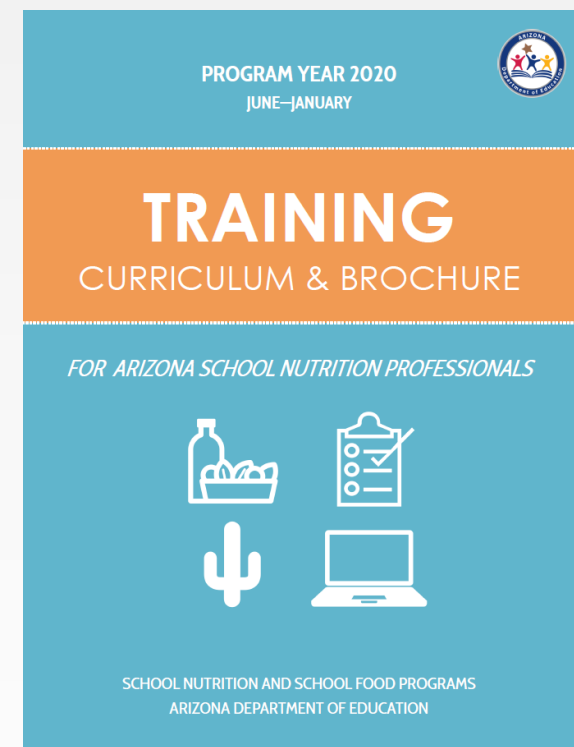
# Minimum Training Hours

<b>All Directors</b>	12 hours minimum of annual continuing education/training.  **This required education/training is in addition to the food safety training required in the first year of employment.
<b>All Managers</b>	10 hours minimum of annual continuing education/training.
<b>Other Program Full-Time Staff</b>	6 hours minimum of annual continuing education/training.
<b>Other Program Part-Time Staff</b>	4 hours minimum of annual continuing education/training.
<b>Non-Program Staff</b>	4 hours minimum of annual continuing education/training required only for those non-program staff members that provide support to school nutrition programs THROUGHOUT the school year.

- All school nutrition program staff will be identified in each job category and must complete their required minimum number of training hours per year.

# ADE's Training Curriculum

- ADE has created specialized training curriculum based on job duties to help school nutrition professionals in Arizona get started creating training plans for the year.
- Each curriculum provides suggested trainings relevant to a specific role.
- The *Training Curriculum for Arizona School Nutrition Professionals* can be found in ADE's Training Brochure on the [Training and Professional Standards webpage](#).



# Curriculum Roles

- In this brochure, there are eight different designated roles:
  - New Director
  - Experienced Director
  - Student Eligibility Specialist
  - Menu Planner
  - Kitchen Manager
  - Kitchen Staff
  - Procurement/Processing Specialist
  - Wellness Coordinator/Nutrition Educator

*\*Please note job duties for each role often vary from LEA to LEA; therefore the trainings provided on this list may not be sufficient for every role or job title.*

# Planning Training Hours

- It is important that all SFAs track and plan their annual training hours to fulfill all employees' training requirements for their specific job category.
- The *Training Curriculum for Arizona School Nutrition Professionals* is a tool to help directors plan out training for the year for themselves and all employees.
- This tool highlights trainings available and allows school nutrition professionals to easily plan out their training classes.



# Director – 12 Training Hours

- *Directors are the individuals responsible for the operation of school nutrition programs for all schools under the LEA. This is the individual who plans, administers, implements, monitors, and evaluates all aspects of the school nutrition program. Duties generally include: sanitation, food safety, employee safety, nutrition and menu planning, food production, facility layout and design, equipment selection, procurement, financial management, record keeping, program accountability, marketing, customer service, nutrition education, general management, personnel management and computer technology.*
- The person performing the majority of these duties must complete 12 training hours each year. If director duties are performed by a staff member without the title of Director, that staff member for purposes of Professional Standards, must be recognized by the LEA as performing Director duties and must comply with Professional Standards Director training requirements.



# Manager- 10 Annual Hours

- *Managers have direct responsibility for managing the day-to-day food service operations at one or more sites at the LEA.*
- All managers must complete 10 training hours each year.

## Other Staff- 4 or 6 Annual Hours

- *Other staff is a staff person involved in the operation of food service (i.e. prepare and serve meals, process transactions at point of service, and review the free/reduced price applications, along with other routine work). Typically, other staff do not have management responsibilities.*
  - Staff working on program activities for 20 or more hours per week must complete 6 training hours each year, meeting the full-time training requirements.
  - Staff working on program activities less than 20 hours per week must complete 4 training hours each year.

## Non-Program Staff- 4 Annual Hours

- Non-program staff members that work part-time on school nutrition program activities **throughout** the school year must also comply with the part-time training requirements. Non-program staff members that work on school nutrition program activities for a short period of time during the school year are not required to meet the annual training standards; however, these individuals should receive adequate training specific to the task they will perform.
- Non-Program staff meeting this definition must complete 4 training hours each year.

## Activity #2: What are my Minimum Training Hours?



- Complete *Activity #2: What are my Minimum Training Hours?* on page 28 of the workbook.
- Determine which job category (Director, Manager, Other Program Staff Full-Time, Other Program Staff Part-Time, Non-Program Staff) the employee would fall under and how many annual training hours would be required in the 2016-2017 school year for the 6 positions listed on page 28.
- The answers will be provided on the next slide.

Answers

## Activity #2: What are my Minimum Training Hours?



### Position Description 1:

- I am the Business Manager for my district. I am also responsible for school nutrition program personnel management, claiming and menu compliance for the district. My district only has one site and the cook distributes and evaluates income applications and point of service counts. What is my Job Category and how many annual training hours must I complete?
- *Director, 12 hours*

## Activity #2: What are my Minimum Training Hours?



### Position Description 2:

- My district has 12 schools. I work full time at one of the schools. I run the register for point of service but am responsible for ensuring all employees in my cafeteria are doing their jobs. What is my Job Category and how many annual training hours must I complete?
- *Manager, 10 hours*



## Activity #2: What are my Minimum Training Hours?

### Position Description 3:

- I work full time at my 4 site school district. I work in the district office and my title is Attendance Clerk. About 10 hours per week throughout the school year I process the school nutrition program's applications, including running Direct Certification. What is my Job Category and how many annual training hours must I complete?
- *Non-Program Staff (Part-time), 4 hours*



## Activity #2: What are my Minimum Training Hours?



### Position Description 4:

- I teach culinary classes at one of the high schools in my district. During lunch, I stand in the cafeteria and ensure the students are eating and behaving. What is my Job Category and how many annual training hours must I complete?
- *Training not required.*





## Activity #2: What are my Minimum Training Hours?

### Position Description 5:

- My district has one school where I am employed full time. From 8-12pm Monday through Friday I cook meals for the lunch and breakfast program and from 12:30-3:30 pm I drive the busses. What is my Job Category and how many annual training hours must I complete?
- *Program Staff (full time=20 hours), 6 hours*

# Activity #2: What are my Minimum Training Hours?



## Position Description 5:

- I work in a district that contracts with 20 charter schools. I run the staffing and financial management for all 20 of the schools and my position title is Food Service Director. My assistant, the Food Service Coordinator, is in charge of monitoring all sites, food production/ordering, menu planning and reporting to ADE. What is my Job Category and how many annual training hours must I complete?
- *Director, 12 hours or can be Manager, 10 hours if attendee believes the assistant is the Director.*

# Activity Take Away

- Each employee must be categorized into one of USDA's job categories.
- An employee is categorized by best understanding his/her duties.
- Once each employee has been categorized, the employee knows how many training hours are required each year.

## Activity #3: Categorize Your Employees



- Complete *Activity #3: Categorize Your Employees* on page 29 of the workbook.
- Enter each of your School Nutrition employees in the chart listed on page 29 following the directions.
- The following slide has an example.

# Activity #3: Example

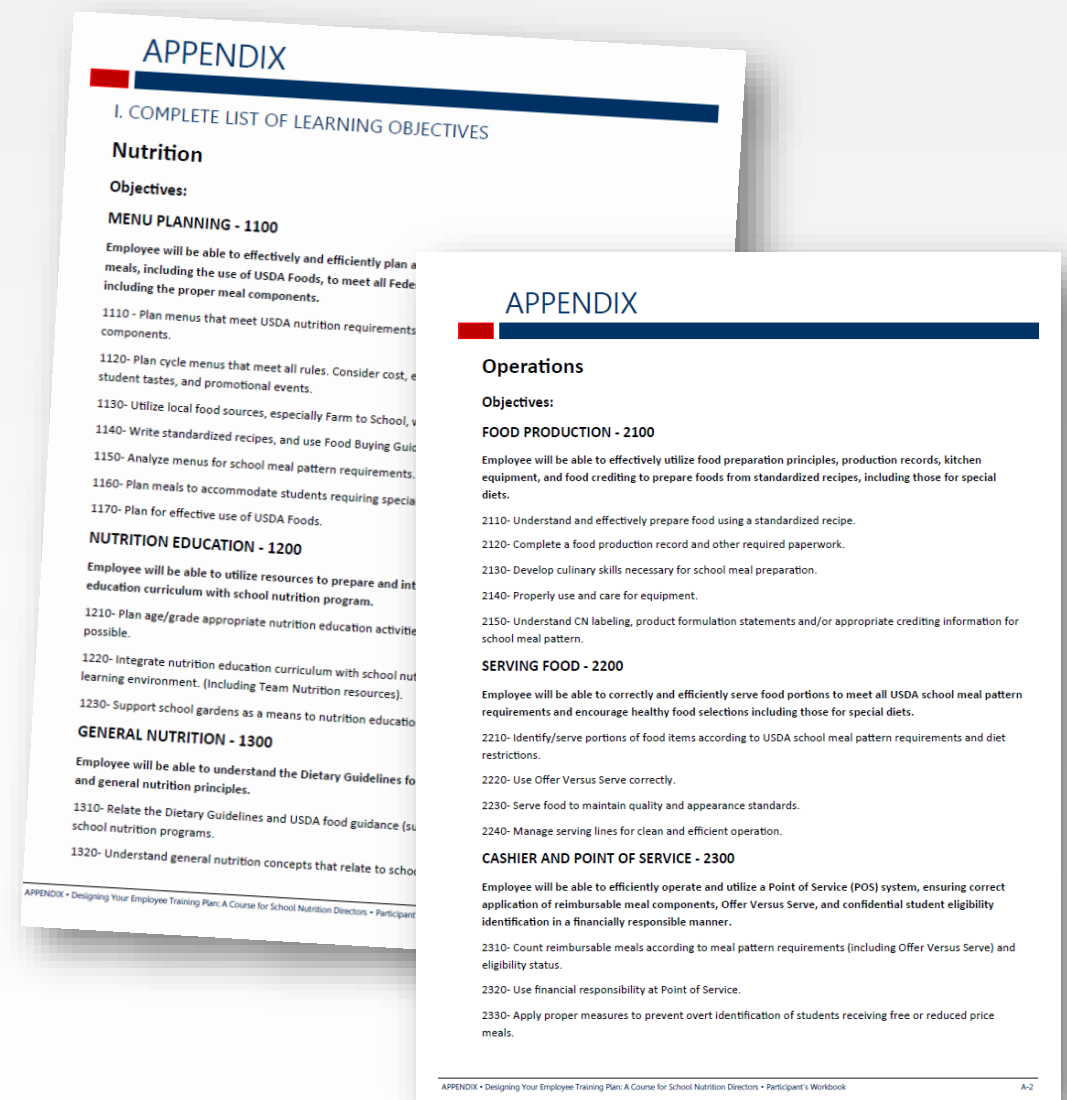
A. Employee Name	B. Position Title	C. Position Duties	D. Job Category based on position duties	E. Number of Required Annual Training Hours
Stephanie	Ruiz	Menu Planning, Program Oversight, Food Safety, Employee Training, Student Eligibility, State Reporting	Director	12
Edward	Jacobson	Ordering, Meal Prep, Site Supervision	Manager	10

# Activity Take Away

- Each employee must be categorized into one of USDA's job categories.
- Once each employee has been categorized, the employee knows how many job specific training hours are required each year.
- All LEAs will have at least 1 Director; LEAs are not required to have a Manager, Other Staff or Non-Program Staff.

# Key Areas and Learning Objectives

- Each training completed by a school nutrition program employee must meet at least one of USDA's learning objectives.
- USDA Learning Objectives are published in the USDA Learning Objectives handout found in the appendix of the workbook.



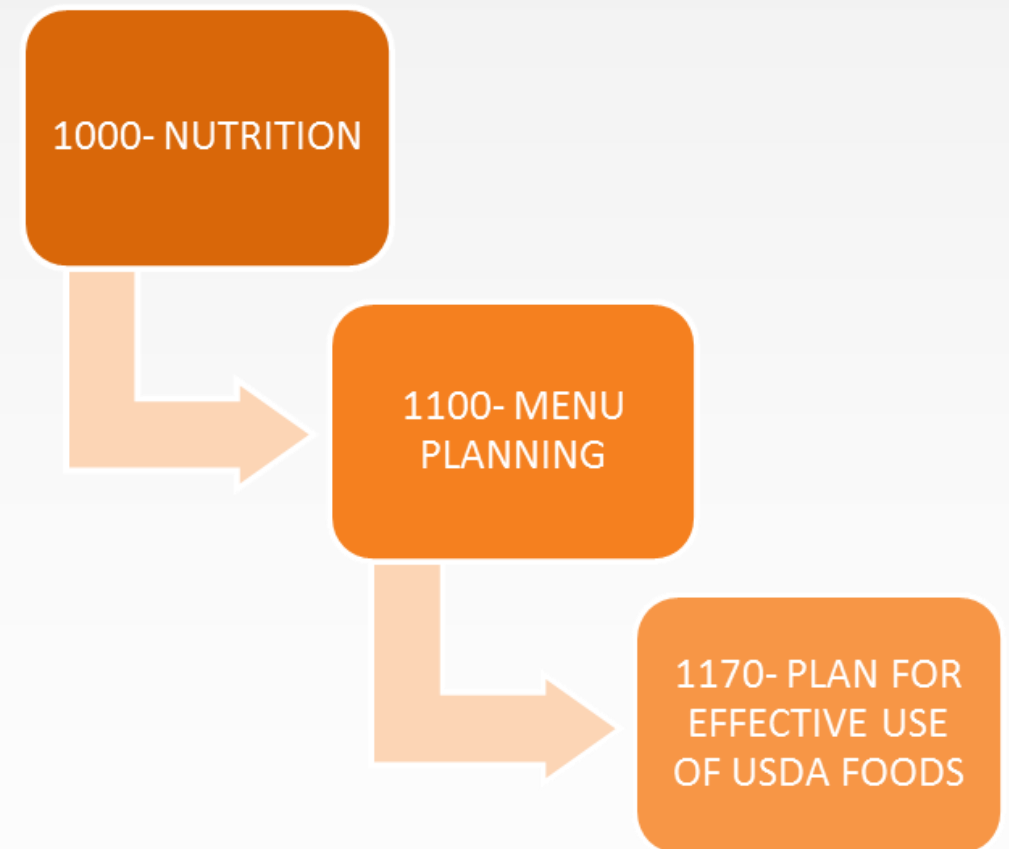
# Key Areas and Learning Objectives

## *Example*

USDA has organized the learning objectives under *Training Topics* which are further organized into four different *Key Areas*: Nutrition (1000), Operations (2000), Administration (3000) and Communications/Marketing (4000).

### *Example*

- Key Area= 1000, Nutrition
- Training Topic = 1100, Menu Planning
- Learning Objective- 1170, Plan for effective use of USDA Foods.







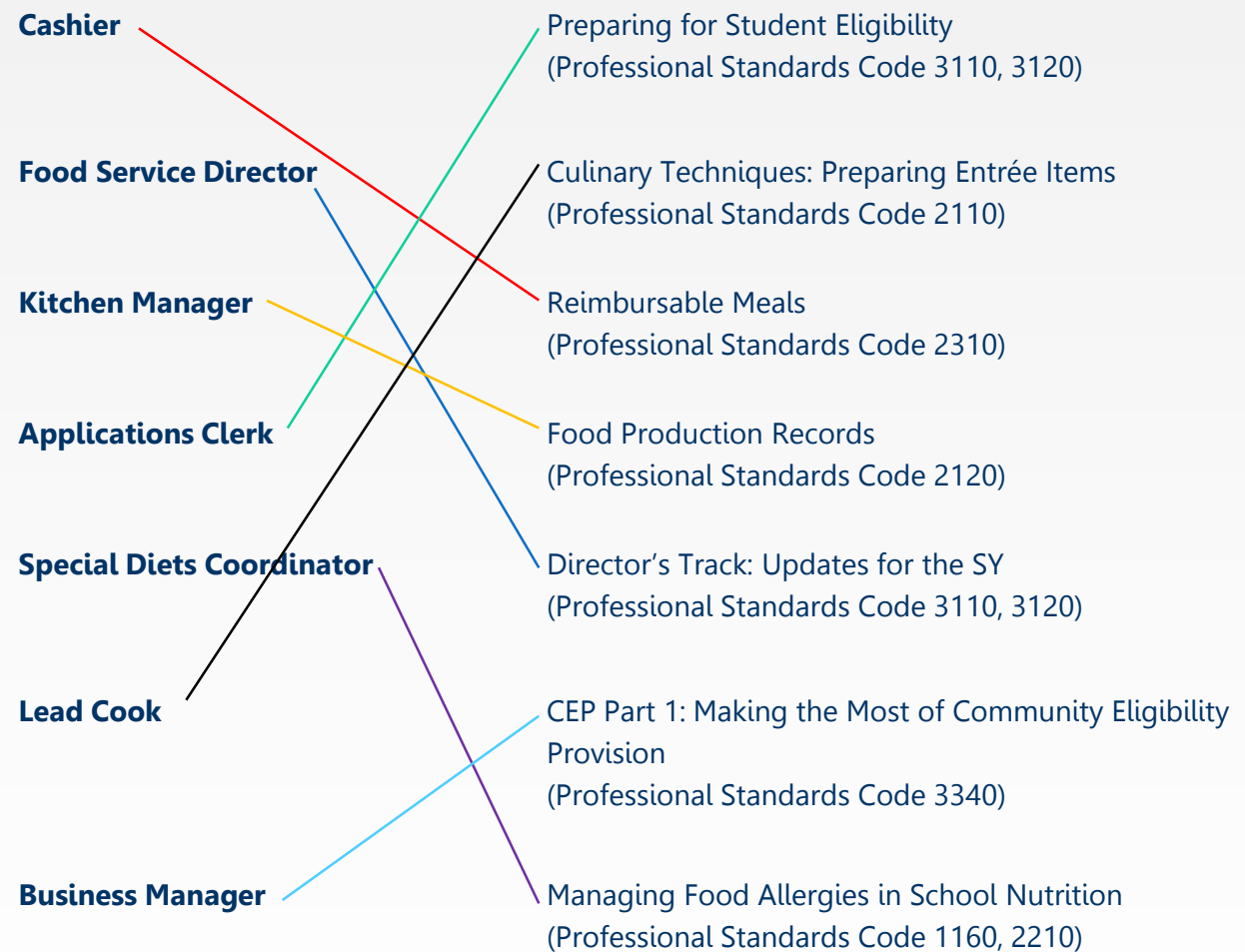
## Activity #4: Which Training Should I Complete?

- Complete *Activity #4: Which Training Should I Complete?* on page 32 of the workbook.
- Match up the most appropriate training listed on the right to each job title listed on the left by drawing a line to connect the job title with the training.
- The answers will be provided on the next slide.

Answers



# Activity #4: Which Training Should I Complete?



# Types of Instruction

- A variety of training formats may be used to count towards employee training hours. Training formats include, but are not limited to:
  - Conference Calls
  - Live or Pre-recorded Webinars
  - Online Classes
  - In Person Trainings
  - Classroom Training
  - Self-directed Training with a self-administered Quiz

# Non-Interactive Instruction

- May count toward no more than two hours of annual training requirements. Examples include, but are not limited to:
  - Self-directed Training without a self-administered quiz
  - Observing a Product Food Demo/Industry Exhibit

# Non-allowable Instruction

- Instruction that does not count towards training standards would include instruction that does not meet one of the USDA Learning Objectives and/or the content of the instruction does not fulfill the intent of helping employees enhance their knowledge, skills and abilities particular to their position.
- Examples include, but are not limited to:
  - Back to school training on security procedures, building operations, etc.
  - School Nutrition Association Leadership
  - Motivational Speaker

# Length of Instruction

- Instruction must last at least 15 minutes in order for it to count towards an employee's annual training requirement.
- Only time spent on instruction may count towards an employee's annual training requirement.
  - Example: A training is from 8am-1pm, and has a scheduled 1 hour break from 11am-12pm. The length of instruction the employee may document is 4 hours, not 5 hours.
- Online trainings that already have an established length of time, for example 1 hour, must be documented as 1 hour.
  - Example: An online training for Offer vs. Serve states 1 hour. An employee completes the online course in 1 hour and 30 minutes. The employee must document 1 hour of training, not 1.5 hours.

# Training Resources

- Here is a list of the many choices of free or low-cost training resources.
  - USDA FOOD AND NUTRITION SERVICE (FNS): The USDA FNS online library of available trainings is updated regularly. You can search by key areas, topics, type of training, and more.
    - <http://professionalstandards.nal.usda.gov>
  - INSTITUTE OF CHILD NUTRITION (ICN): The ICN offers free training, both online and in person. You can also download and use its resources for in-service training.
    - <http://www.theicn.org>
  - ARIZONA DEPARTMENT OF EDUCATION (ADE) SCHOOL NUTRITION PROGRAMS: ADE trainings offer a variety of Learning Topics that fulfill the USDA Professional Standards Rule. These trainings are given in multiple formats.
    - <http://www.azed.gov/health-nutrition/nslp/training/>



# SP 38-2016

- Please review the frequently asked questions and answers specific to the training standards found within the USDA guidance *SP 38-2016: Questions and Answers on the Final Rule, Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010*.

## CHAPTER 2: TRAINING STANDARDS

### VI. REGULATION: QUESTIONS AND ANSWERS

The following are frequently asked questions and answers specific to the hiring standards found within the USDA guidance *SP 38-2016: Questions and Answers on the Final Rule, Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010*.

#### (18) What are the required annual training hours for various school nutrition program personnel?

**State agencies:** State agency directors (School Nutrition and Distributing Agencies) must complete 15 hours of annual training. Staff in both State agencies must receive annual training, but no specific training hours are established.

**SFAs:** Beginning in SY 2016-2017, the required annual training hours for SFA personnel are:

- Program directors - 12 hours
- Program managers - 10 hours
- Program staff - 6 hours
- Part-time staff (< 20 hours per week) - 4 hours

Training offered by a State agency director, or by an SFA director or manager to program staff may count toward part of his/her own annual training. If multiple identical training sessions are offered on the same topic, only the time spent on one of the training sessions per topic may count towards the annual training hours.

USDA's Guide to Professional Standards for School Nutrition Programs includes various training scenarios for each job category (directors, managers, staff) and how the training requirements can be met. This Guide to Professional Standards is an easy-to-use booklet designed to help State agencies, SFAs, and school nutrition professionals understand and apply the final rule on professional standards. See <http://www.fns.usda.gov/guide-professional-standards-school-nutrition-programs>.

Training offered by an SFA director or manager to program staff may count toward part of his/her own annual training.

#### (19) May training taken between April 1 and June 30 count toward the current or next school year?

At the discretion of the State agency, completion of training may occur over a period of two school years. This flexibility is helpful for employees that take most of their training at the end of a school year. Documentation of this allowance should be kept on file as supporting documentation for the both the Administrative Review and Management Evaluation processes. Training completed each year may only be counted once, for one year, and not for both the current and next school years.





# Chapter 3: Tracking Training

*Please refer to page 46 in the Designing Your Employee Training Plan Workbook.*

# Introduction

- Each Local Education Agency (LEA) must ensure that all Professional Standards requirements are met each school year. In order to validate compliance with these standards, proper tracking is essential.
- In the section: *Hiring Standards*, we discussed tracking documentation required for hiring. In this section: *Tracking Training*, you will learn how to use Arizona Department of Education (ADE) Training Tracker forms to track and evaluate employee training plans.
- You will also be given an introduction on the USDA Professional Standards Training Tracker Tool.

# Tracking Requirements

- SFA records need to document the *planned* and *completion* of annual training standards by all personnel (program directors, managers, and staff).
- Supporting documentation for all completed trainings, i.e., agendas, sign-in sheets, certificates of completion, etc. must be maintained on file.

# Documentation

- The Professional Standards regulation does not specify the kind of records that must be kept. Records that list the employee name, position title, employer/school, training title, topic/objectives, training source, dates and total training hours would be appropriate to demonstrate training completion.
- Records should be able to support that:
  - minimum training hours have been met;
  - trainings attended are job specific; and
  - only allowable training formats contributed to minimum training hours.

# Administrative Review

- Documentation of Professional Standards training is now part of the Administrative Review, so while it is ideal for individual staff members to keep track of their own training, the LEA must ensure it is available for ADE or auditors to review upon request.
- Whichever record keeping method used, LEAs must keep training records for five years plus the current school year. For open audits, keep training records for five years or longer as needed for audit resolution.

# ADE Training Tracker Forms

- These forms were designed to assist School Nutrition Program Directors in documenting that each employee's training plan is aligned with the Professional Standards training requirements.
- Each form is specific to each job category's required annual training hours, as outlined in the Professional Standards regulation. There is a form for directors, managers, full-time staff, part-time staff, and non-nutrition staff.

<b>SCHOOL YEAR:</b>							
<h2 style="text-align: center;">DIRECTOR TRAINING TRACKER FORM</h2> <p style="text-align: center;"><b>12 Annual Required Training Hours</b></p> <p><b>USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM DIRECTOR TRAINING STANDARDS</b></p>							
<b>SCHOOL YEAR:</b>							
<h2 style="text-align: center;">MANAGER TRAINING TRACKER FORM</h2> <p style="text-align: center;"><b>10 Annual Required Training Hours</b></p> <p><b>USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM MANAGER TRAINING STANDARDS</b> All School Nutrition Managers are subject to the new training requirements below. School Nutrition Program Managers are the one</p>							
<b>SCHOOL YEAR:</b>							
<h2 style="text-align: center;">NON-NUTRITION STAFF TRAINING TRACKER</h2>							
<b>SCHOOL YEAR:</b>							
<h2 style="text-align: center;">PART TIME STAFF TRAINING TRACKER FORM</h2> <p style="text-align: center;"><b>4 Annual Required Training Hours</b></p> <p><b>USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM PART TIME TRAINING STANDARDS</b> All school nutrition part-time staff are subject to the new training requirements below. School Nutrition Part Time Staff are those who are individuals that work less than 20 hours per week and are involved in the operation of the food service for a participating school but does not have managerial responsibilities, such as planning and supervision. <i>Complete this form annually and attach all supporting training documentation (i.e., titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Title II, effective July 1, 2015.</i></p>							
<b>EMPLOYEE INFORMATION</b>							
Name:				Title/Position:			
Hire Date (MM/YYYY):				Average number of hours worked/week:			
<b>IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:</b>							
<b>2000- NUTRITION</b>		<b>2000- OPERATIONS</b>		<b>3000- ADMINISTRATION</b>		<b>4000- COMMUNICATIONS/MARKETING</b>	
<input type="checkbox"/> Menu Planning		<input type="checkbox"/> Food Production		<input type="checkbox"/> Line Inventory		<input type="checkbox"/> Communications and Marketing	
<input type="checkbox"/> Nutrition Education		<input type="checkbox"/> Serving Food		<input type="checkbox"/> Program Management			
<input type="checkbox"/> General Nutrition		<input type="checkbox"/> Cashier/Ptore of Service		<input type="checkbox"/> Financial Management			
		<input type="checkbox"/> Purchasing		<input type="checkbox"/> Human Resources/Staff Training			
		<input type="checkbox"/> Meal/Cost Control		<input type="checkbox"/> Facilities/Equipment Planning			
		<input type="checkbox"/> Food Safety/Hygiene					
<b>EMPLOYEE TRAINING PLAN</b>							
<b>PLANNED TRAINING HOURS:</b>				<b>COMPLETED TRAINING HOURS TO DATE:</b>			
/ 4				/ 4			
<b>PLANNED TRAINING TITLE</b>	<b>PLANNED TRAINING DATE</b>	<b>LENGTH (HOURS)</b>	<b>TRAINING CODE</b>	<b>DATE TRAINING WAS COMPLETED</b>	<b>COMPLETED HOURS</b>	<b>DOCUMENTATION ATTACHED</b>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
<b>PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS</b>							

School Nutrition Program Training Standards

Name:

Print Date:

**SCHOOL YEAR:**

# FULL TIME STAFF TRAINING TRACKER FORM

## 6 Annual Required Training Hours

### USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM FULL TIME STAFF TRAINING STANDARDS

All School Nutrition Full-Time Staff are subject to the new training requirements below. School Nutrition Full Time Staff are the individuals that work more than 20 hours per week and are involved in the operation of the food service for a participating school but does not have managerial responsibilities, such as planning and supervision.

*Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.)  
to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.*

#### EMPLOYEE INFORMATION

Name:	Title/Position:
Hire Date (MM/YYYY):	Average number of hours worked/week:

#### IDENTIFY CORE DUTIES /RESPONSIBILITIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

#### EMPLOYEE TRAINING PLAN

PLANNED TRAINING HOURS:      /6				COMPLETED TRAINING HOURS TO DATE:      /6		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

**PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS**

# ADE Training Tracker Forms

- Directors are able to record the employee's position duties, training code and the form prompts a training agenda to be attached. By completing these fields, the Director is able to support that trainings attended are job specific.
- Directors can pre-fill training hours and training dates for their employee's training plan. With planning ahead, Directors can use this form to monitor if the training was completed as scheduled and provide reminders for upcoming trainings.

# Practice: Complete a Tracker Form

- Please click [here](#) to download the Director Tracker Form for the next activity.
- You may type directly into the form or choose to print it off to complete the fields.

SCHOOL YEAR: _____							
<h1 style="margin: 0;">DIRECTOR TRAINING TRACKER FORM</h1> <h2 style="margin: 0;">12 Annual Required Training Hours</h2>							
<b>USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM DIRECTOR TRAINING STANDARDS</b>							
<p>All School Nutrition Program Directors are subject to the new training requirements below. School Nutrition Program Directors are the individuals who plans, administrators, implements, monitors, and evaluates all aspects of the school nutrition program.</p> <p style="text-align: center;"><i>Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.</i></p>							
<b>EMPLOYEE INFORMATION</b>							
Director's Name: _____				Title: _____			
Hire Date (MM/YYYY): _____							
(If hired on or after July 1, 2015) Date Director completed eight hours of Food Safety Training (MM/YYYY): _____							
<small>*Director's hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.</small>							
<b>IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:</b>							
<b>1000-NUTRITION</b>	<b>2000-OPERATIONS</b>	<b>3000-ADMINISTRATION</b>	<b>4000-COMMUNICATIONS/MARKETING</b>				
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing				
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management					
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management					
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training					
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning					
	<input type="checkbox"/> Food Safety/HACCP						
<b>EMPLOYEE TRAINING PLAN</b>							
PLANNED TRAINING HOURS:      /12					COMPLETED TRAINING HOURS TO DATE:      /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOCUMENTATION ATTACHED	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

**PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAMS**



# Practice

- At the top of the tracking form, fill out your name, title and hire date.



EMPLOYEE INFORMATION	
Director's Name:	Title:
Hire Date (MM/YYYY):	
(if hired on or after July 1, 2015) Date Director completed eight hours of Food Safety Training (MM/YYYY):	

*\*Director's hired on or after July 1, 2015 must complete 8 hours of food safety training every 5 years.*

# Practice

- When tracking employee trainings, it is required to report the employee's duties.
- Check off your duties on your form. You should check off all that apply to your position.

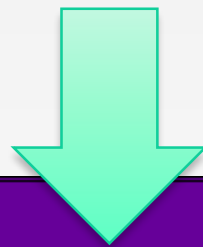
IDENTIFY CORE DUTIES/RESPONSIBILITIES IN APPLICABLE AREAS BELOW:			
1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		





# Practice

- Put in the date the session is planned. If you did not previously plan to complete this training, put in today's date.



EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 0 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16					<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

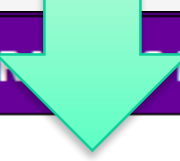
# Practice

- Put in the length of training.
- This training is 1.5 hours.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 / 12				COMPLETED TRAINING HOURS TO DATE: 0 / 12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50				<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# Practice

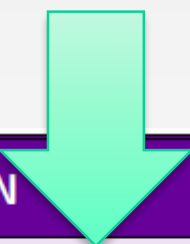
- Enter in the USDA Learning Training Code. \*When tracking, a learning code *always* needs to be reported.
- This training code is 3430.



EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50	3430			<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# Practice

- Enter in the date the training was completed.



EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 0 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50	3430	9/1/16		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>



# Practice

- Enter in the completed hours spent in training.
- Remember, the established training length for an online training must be documented. This training is 1.5 hours.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 1.5 /12		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50	3430	9/1/16	1.50	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

# Practice

- The slides at the end of this presentation provide instruction on how to obtain a Certificate of Completion for this training from ADE.
- It is recommend to request a certificate from ADE. Once received from ADE, attach to the tracking form and check off the box Documentation Attached.

EMPLOYEE TRAINING PLAN						
PLANNED TRAINING HOURS: 1.5 /12				COMPLETED TRAINING HOURS TO DATE: 1.5		
PLANNED TRAINING TITLE	PLANNED TRAINING DATE	LENGTH (HOURS)	TRAINING CODE	DATE TRAINING WAS COMPLETED	COMPLETED HOURS	DOUCMENTATION ATTACHED
ADE DesignEmployeePlan	9/1/16	1.50	3430	9/1/16	1.50	<input checked="" type="checkbox"/>
						<input type="checkbox"/>

# Activity Take Away

- ADE Training Tracker forms document employee training planned as well as completed trainings.
- ADE Training Tracker forms document the employee has planned/completed job specific training.
  - Note-If an employee has completed a training and the training code does not align with the employees job duties that are marked on the tracker form, this training would not fulfill the Professional Standards training requirements. The only exception is the 1 hour Civil Rights training that each employee is required to take annually.

# USDA Training Tracker Tool

- The USDA Training Tracker tool can be used to document, record and manage the annual training hours for all School Nutrition Program personnel.
- The Training Tracker Tool does not require internet access for use and downloading.
- It is user friendly and has the capability to run reports, simplifying the annual tracking requirements.
- Additionally, USDA plans to add enhancements to the tool based on user feedback.

# Downloading the Tool

- In order to use the Training Tracker Tool, user's computers will need to have the Microsoft Access 2010 software installed. If your computer does not have Microsoft Access, USDA has provided Microsoft Access 2010 Installer on the web page:  
<http://www.fns.usda.gov/school-meals/professional-standards>.
- Once Microsoft Access has been installed, users can download the Training Tracker Tool from the webpage:  
<http://www.fns.usda.gov/school-meals/professional-standards>.
- A pop-up window will appear from your Web Browser asking you to confirm that you wish to "Open" the file. Click the "Save" button, and click "OK". The Training Tracker Tool will be now be saved to the file location and can be opened without the Internet.

# SP 38-2016

- Please review the frequently asked questions and answers specific to tracking found within the USDA guidance *SP 38-2016: Questions and Answers on the Final Rule, Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010*.

## CHAPTER 3: TRACKING TRAINING

### III. REGULATION: QUESTIONS AND ANSWERS

The following are frequently asked questions and answers specific to the hiring standards found within the USDA guidance *SP 38-2016: Questions and Answers on the Final Rule, Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010*.

#### (56) What professional standards records must be kept for the Administrative Review?

The Professional Standards regulations do not require specific records or a specific recordkeeping system. According to the Administrative Review Manual, supporting documentation for all completed trainings, such as agendas, sign-in sheets, certificates of completion, etc., must be maintained on file and may be used to demonstrate compliance with the annual training standards. Reports from the USDA downloadable training tracking tool (or similar alternative training tracking tool) also are acceptable documentation to demonstrate compliance. Alternative training tracking tools may be developed by the State agencies and/or SFAs but must include at a minimum the required fields listed in the USDA Professional Standards Training Tracker Tool. These fields would include Key Areas, Key Topics and Training.

To demonstrate compliance with the hiring standards, program directors hired on or after July 1, 2015, must provide documentation showing completion of required education. The SFA must retain appropriate records for a 3-year period. If a State agency requires specific records, the SFA should be made aware of this separate State agency requirement. See the professional standards review module in the Administrative Review Manual for more guidance.



# Chapter 4: Management Companies

*Please refer to page 54 in the Designing Your Employee Training Plan Workbook.*

# Introduction

- Food Service Management Company (FSMC) is a commercial enterprise or a non-profit organization that acts on behalf of a School Food Authority (SFA) by managing or directing any aspect of the school meal program(s) and must meet applicable program requirements.
- The LEA must request documentation from the FSMC to show compliance with the Professional Standards.



# Contracts

- In the state of Arizona, when contracting with a FSMC, LEAs must be aware of the rules written into the FSMC contract:
  - “The Food Service Director assigned to the SFA if awarded the contract, must meet the minimum education and training standards for School Nutrition Program Directors set forth in Public Law 111-296, Section 306, paragraph (g) (2015). The SFA reserves the right to approve the selection of the FSMC’s personnel and to refuse any applicants recommended by the FSMC to which the SFA objects.”
- Beginning SY 15-16 contracts that do not include additional language to reflect compliance with Professional Standards requirements, will need to be amended.

# Management Hiring Standards

- There are varying structures within each SFA; therefore, the definitions for directors, managers, and staff are intended to be general and describe the function/role in broad terms to be applicable to most LEAs.
- These definitions apply whether or not an LEA is operated by a FSMC. Therefore, Director hiring standards apply to FSMC employees performing School Nutrition Director type duties.

# Management Training Standards

- All Professional Standards training requirements apply to all FSMC employees providing services for the school meals program. The LEA must ensure that the FSMC employees have met the required annual training requirements. Therefore, the LEA must require the FSMC to provide documentation showing the training hours and topics completed by the employees. The LEA must ensure that the FSMC staff has the knowledge and skills to supply safe and nutritious meals that meet the meal requirements.
- When a FSMC staff person performs School Nutrition Director type duties, but reports, for example, to a district Business Manager who is responsible for the school district's school food service activities, **both** individuals would be responsible for meeting the training standards for program Directors.

# SP 38-2016

- Please review the frequently asked questions and answers specific to Management Companies found within the USDA guidance *SP 38-2016: Questions and Answers on the Final Rule, Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010*.

## CHAPTER 4: MANAGEMENT COMPANIES

### IV. REGULATION: QUESTIONS AND ANSWERS

The following are frequently asked questions and answers specific to the hiring standards found within the USDA guidance *SP 38-2016: Questions and Answers on the Final Rule, Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010*.

**(58) Do the training standards apply to employees of a FSMC and who is responsible for providing the training?**

Yes. The SFA director must ensure that FSMC employees providing services for the school meal programs have the required annual training. The SFA director may work with the FSMC to identify appropriate training resources and opportunities, such as those listed at the professional standards website at <http://professionalstandards.nal.usda.gov/>. The SFA must require the FSMC to provide documentation showing the annual training hours and topics completed by the employees. FSMC contracts that do not include language that enables the SFA to comply with the professional standards requirements must be amended to ensure the SFA complies with these requirements. While FNS does not anticipate a material change for most FSMC contracts, if the SFA or FSMC considers this amendment a material change, the contract must be re-solicited with new language to ensure the SFA complies with the professional standards requirements by the next school year.

**(59) Who is responsible for tracking FSMC staff training hours?**

The FSMC staff must track their annual training hours to be able to demonstrate they have the knowledge and skills to supply safe and nutritious meals. For purposes of the administrative review, the SFA must request documentation from the FSMC to show compliance with the training standards. Contracts that do not include this language may need to be amended to include additional language to reflect compliance with the professional standards requirements. While FNS does not anticipate a material change for most FSMC contracts, if the SFA or FSMC considers this amendment a material change, the contract must be re-solicited with the new language to ensure the SFA complies with the professional standards requirements by the next school year.

**(60) If a FSMC staff person performs food service director type duties, but reports to a district business manager who is responsible for the school district's school food service activities, who is required to comply with the professional standards requirements?**

The SFA maintains oversight and responsibility for planning, administering, implementing, monitoring, and evaluating the school meal programs; therefore, the role of program director must remain with the SFA. The SFA-State agency permanent agreement names the individual considered the SFA director or contact. This is the person, or any other designated staff who fulfills those duties, that must meet the hiring standards for new directors. Thus, in some cases, both the SFA contact and FSMC staff person must meet the hiring standards,

# End of Training

*Please refer to the following slides on completing the post assessment and requesting a certificate.*



# Course Post Assessment

- Please complete all fields of the Post Assessment which can be found here: [Post Assessment](#).
- Note, you *do not* need to submit the post assessment to ADE in order to request a Training Certificate.



# Congratulations

You have completed the Online Training: ***Designing Your Employee Training Plan: A Course for School Nutrition Directors.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
  - Training Title: Online Training: ***Designing Your Employee Training Plan: A Course for School Nutrition Directors.***
  - Learning Code: 3430
  - Key Area: 3000- Administration
  - Length: 90 minutes
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*



# Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *\*This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey.

- Training Title: Online Training: ***Designing Your Employee Training Plan: A Course for School Nutrition Directors.***
- Professional Standards Learning Code: **3430**